

# Technical Library

The Hanford Technical Library serves staff members of the U.S. Department of Energy (DOE) Richland Operations Office and its prime contractors at Hanford. In addition to the extensive collection of books, journals and reports, the Technical Library provides a broad range of informational services performed by a staff skilled in retrieving information for scientific study. These services are of two types:

General services, furnished without fee, include

- collection and organization of library materials
- *circulation of books and reports*
- reference assistance
- announcements of new library resources
- tours and orientations.

Special services, provided on a cost-recovered basis, include

- literature searches (providing specific facts or bibliographies)
- continuous alert service (keeping researchers current on literature in their field of study)
- purchase of information materials for office use
- photocopies of library materials
- interlibrary loans
- language translations
- *assistance in organizing reference collections.*

These services are available to help all Hanford employees acquire the scientific and technical information they need to carry on their research. The following pages describe each of the services in detail.

# General Services

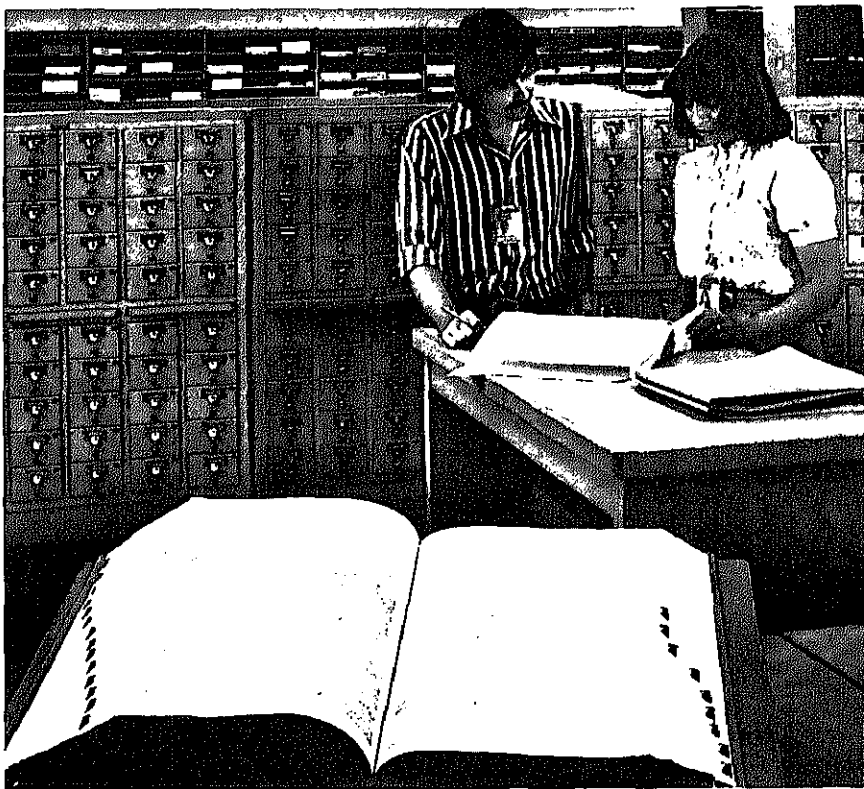
(no fee)

## Collection and Organization of Library Materials

The Technical Library's resource collections are housed in the *Main Library* (3760 Building) and the *Life Sciences Branch Library* (331 Building), both located in the 300 Area.

The *Main Library* has 95,000 books and bound journal volumes and 1,500 different periodical subscriptions in the *Books and Periodicals* section. These materials deal with basic science and technology, as well as energy-related fields, particularly nuclear science. The books are arranged by the Library of Congress classification system and indexed by title, author and subject. The Library is currently converting its catalog to microfiche format, and copies of the microfiche are located throughout the Hanford Site. Current issues of periodicals are displayed on shelves; back issues are bound and stored in the open stacks or trailer annex.

Approximately 500,000 reports—100,000 printed publications and 400,000 reports on microfiche—are stored in the *Technical Report Files* section of the *Main Library*.



*Library staff can help you locate the information you need.*

The collection, arranged by report number, includes documents from AEC/ERDA/DOE, NASA, the Department of Defense, and foreign atomic energy agencies. Staff at the Information Desk in the Books and Periodicals section will assist you in identifying report numbers; Technical Report Files staff will help you locate report copies. Some of the reports are classified or have limited distribution; access to these reports is handled through the appropriate document control procedures.

The *Life Sciences Branch Library* houses a collection of 1,000 books and 200 periodical subscriptions in the biological, environmental, and medical sciences. The Library has a number of index and abstract publications and has access to computer indexing systems such as MEDLARS and BIOSIS. Most of the general and special services, including circulation, literature searches, and photocopying are available.

## Circulation of Books and Reports

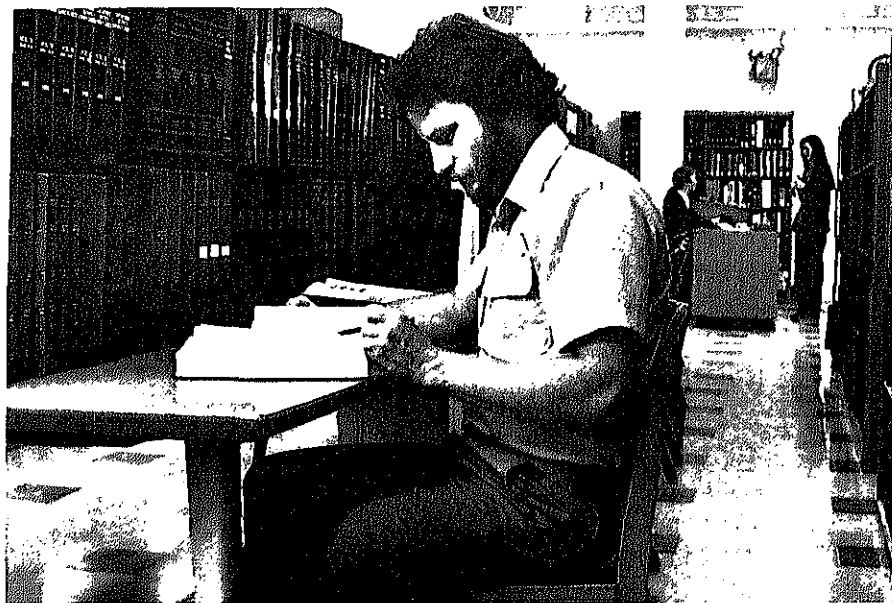
Hanford staff may borrow most books and reports for 4-week periods, either by checking them out in person or by making a mail or telephone request. New books are loaned for 2 weeks; reference materials and periodicals are restricted to use in the Library.

If you request a book or report that is out on loan, your name will be placed on a reserve list and the item will be sent to you as soon as it is available. Reports on microfiche are provided in duplicate microfiche. Full-size paper copies can be printed from the microfiche for a fee to cover the cost.

The Library staff routinely reviews and selects books for acquisition that are useful to the various Hanford research programs. Suggestions for new books, by title or subject, are welcome.

## Reference Assistance

The staff at the Information Desk will help you locate materials by using the catalog, periodical lists, indexes, and various abstracting journals. They will also answer



brief reference questions by checking directories, dictionaries, handbooks, and other sources. This service can be handled in person or by mail or telephone.

## Announcements of New Library Resources

To announce the arrival of new books, reports and subscriptions, the Library distributes two types of bulletins and information on journal contents. The *Library Bulletin*, published monthly, lists books and subscriptions recently added to the collections in the Main Library and the Life Sciences Branch Library. The *Report Files Bulletin* is available as two separate publications. One lists newly acquired full-size reports; the

other lists newly acquired microfiche reports. As new journal issues are received, the Library staff can provide information on the tables of contents. Contact the Library to put your name on any of the distribution lists.

## Tours and Orientations

Hanford employees are encouraged to become better acquainted with the Technical Library through a tour of the facilities. Individuals may ask staff at the Information Desk to show them around; for large groups, contact the Library to arrange for a tour. Library staff are also available to meet with groups at their offices to discuss Library services and how they can benefit research



*A continuous alert service routinely provides a computer listing of current literature to keep you informed of research progress.*

## Special Services

**(cost-recovered)**

### Literature Searches

A literature search is one of the special services provided by the Library's reference specialists. These professionals act as valuable members of the research team to save you time and money with their subject knowledge and extensive experience with computerized information retrieval systems.

reports, symposium papers, and other publications on a specific subject to a short list of reports by one author.

Using more than 200 topical data bases, including Chemical Abstracts, Engineering Indexes, and Metals Abstracts, the reference specialists have access to information beyond the Library's local resources. They also check computer indexes of DOE, NASA, Department of Defense, NIH, and patent literature. Information on most scientific, technical, business, and economic literature is available on-line, covering materials from about 1970 to present. For material published before 1970, the Library maintains printed copies of many of the indexes.

Although a literature search can be requested by telephone or mail, Hanford staff members are urged to meet personally with a reference specialist. In this way, the task can be defined and time and costs for the search can be projected.

### Continuous Alert Service

Reference specialists help you keep up to date on publications in your specific areas of technical interest. A continuous alert

The formal service, a Selective Dissemination of Information (SDI), provides a computer-printout list of current publications related to a research topic. The reference specialist establishes an on-line search profile and stores it in the computer system. Updated information is automatically furnished to you as it becomes available.

From the informal service, you regularly obtain information on journal contents, citations, or copies of recently published abstracts and articles relating to your fields of interest. In addition, the reference specialist will scan publications as they arrive at the Library, identify articles of interest, and send you copies.

### Purchase of Resource Materials

The Library orders books, periodical subscriptions, reports, and other informational materials for Hanford employees. To request an item, check first with your company on its purchasing requirements, then fill out a

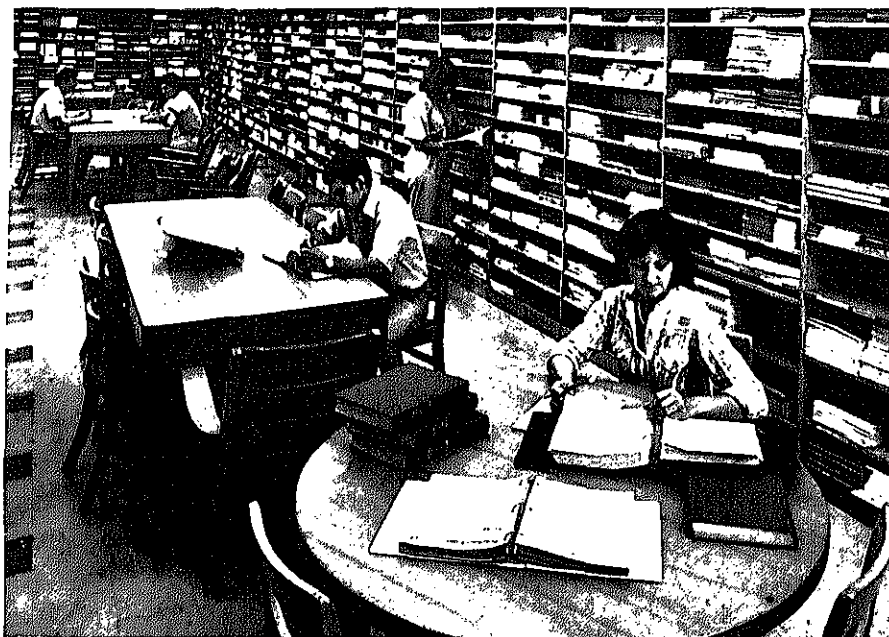
Request for Technical Information Services and/or Materials form (Procurement Card) and give it to the Library. The Library will place the order, taking advantage of all available discounts, and send the item to you.

## Photocopies of Library Materials

The Library provides photocopies of single journal articles, short reports, or parts of books. Requests for this service are made with a Procurement Card.



*By obtaining publications on microfilm, the Library stores extensive collections of information. Microfilm reader-printers allow easy reading.*



## Interlibrary loans

Through interlibrary loans, Hanford employees have access to practically any published resource they may need. The Technical Library frequently arranges short-term loans of material from libraries throughout the country. If material cannot be loaned, libraries often will provide a photocopy (in accordance with Federal copyright regulations) of the chapter, article or document. To arrange for an interlibrary loan, furnish a completed Procurement Card.

## Translations

The Library subscribes to a number of cover-to-cover

translations of foreign journals and has listings of articles and reports that have been translated into English. Library staff will arrange for internal or commercial translations of material into English or a foreign language.

## Assistance in Organizing Reference Collections

The Library advises individuals or groups on the organization of their information files or reference collections. The extent of the consultation varies according to the needs of each situation. To arrange for this type of assistance, contact the Library.

# Service Directory

For additional directory assistance, contact the library receptionist 376-5451

## Book Requests

Circulation 376-1607  
Procurement 376-1606  
Acquisition Status 376-0018, 0013  
Cataloging 376-0290

## Bulletins

Journal Table of Contents 376-1707  
Library Bulletin 376-1905  
Report Files Bulletin 376-0308

## Circulation

Books 376-1607  
Reports 376-0308  
Classified or Limited-Access Reports 376-0504

## Document Requests

Circulation of Unclassified Reports 376-0308  
Circulation of Classified Reports 376-0504  
Acquisition Status 376-0292

## Information Desk

Quick Reference 376-1606

## Interlibrary Loans

Request Status 376-1606  
376-0018

## Inventory— Classified Documents

376-0504

## Journals and Periodicals

Subscriptions 376-0122  
Table of Contents 376-1707

## Laboratory Record Books (PNL)

376-0409

## Library Bulletin

376-1905

## Life Sciences Branch Library

376-0600

## Literature Searches

376-5455,6,7,8

## Manager, Technical Information

376-3443

## Recall of Documents

Changes, Revisions, Destructors 376-0504

## Receptionist, Library Information

376-5451

Reference Specialists 376-5455,6,7,8

Report Files Bulletin 376-0308

Subscriptions 376-0122

Supervisor, Library and Files 376-5453

Supervisor, Technical Information Services 376-3080

## Technical Report Files

Requesting Reports and Documents 376-0308

Requesting Classified Reports 376-0504  
Vault Files 376-0504

Translations 376-5454



*Library staff use computerized information retrieval systems to search for technical publications on a specific research topic.*

# Requesting Information and Services

* SEE COPYRIGHT NOTICE ON REVERSE SIDE.		REQUEST FOR TECHNICAL INFORMATION SERVICES AND/OR MATERIALS						
MATERIALS	NO. OF COPIES <b>(1)</b>	AUTHOR <b>(2)</b>					CERTIFICATION OR CALL NO.  <b>(21)</b>	
	TITLE <b>(3)</b>					PUBLISHER AND ADDRESS OR PERSONAL IDENTIFICATION FOR INTERLIBRARY LOAN  <b>(20)</b>		
	EDITION PAGES <b>(18)</b>	PUBLICATION DATE <b>(4)</b>	PRICE <b>(19)</b>	SERIES				
	SOURCE OF INFORMATION (INCLUDING PUBLICATION DATE, PAGE, ETC.) <b>(5)</b>							
SERVICES	<input type="checkbox"/> END USERS MAY BE CHECKED - SEE REVERSE SIDE <input type="checkbox"/> PURCHASE BOOK PERIODICAL REPORT TRANSLATION <input type="checkbox"/> INTERLIBRARY LOAN BOOK PERIODICAL REPORT TRANSLATION					BNW COST USE ONLY PROCESS CODE      UNITS		
	<input type="checkbox"/> CIRCULATION BOOK PERIODICAL REPORT <input type="checkbox"/> REPRODUCTION PERIODICAL ARTICLE REPORT							
APPROVALS	COST CODING →		SERVING	<b>(7)</b> CUSTOMER	<b>(8)</b> ACCT. CLASS	<b>(9)</b> WORK ORDER		
	<b>(10)</b> REC. LISTER		<b>(11)</b> PAY NUMBER		<b>(12)</b> PHONE	<b>(13)</b> AREA BUILDING ROOM		
	THE APPROVAL SIGNATURE BELOW AUTHORIZES CHARGES AGAINST THE ABOVE COST CODE NOT TO EXCEED \$ _____ FOR THE ABOVE MATERIALS AND SERVICES. IF ESTIMATED COSTS EXCEED THIS AMOUNT, THE UNDERSIGNED WILL BE NOTIFIED.							
	<b>(14)</b> APPROVAL SIGNATURE				<b>(15)</b> CONTRACTOR		<b>(16)</b> DATE	
								DATE ORDERED _____  TYPE OF ORDER AND NO. _____  ORDER NO. _____  DATE RECEIVED _____  IF STRIKE/STRIKE INFORMATION _____

THIS COMPLETED REQUEST FORM SHOULD BE PROCESSED IN COMPLIANCE WITH YOUR COMPANY'S INTERNAL CONTROL PROCEDURES AND/OR OPERATING GUIDELINES

Use the Procurement Card to request materials or services from the Hanford Technical Library. Provide as much of the requested information as possible.

1. How many copies do you want?

5. Your source of information about the item<sup>(a)</sup>

6. What service are you requesting? (see reverse of Procurement Card)

7. Organizational code number

8. Overhead number, if appropriate

9. Work order number, if

13. Your mailing address

14. Organizational approval signature, per your company's requirements

15. Your company's initials

16. Date of request

17. Maximum you are willing to spend

# Hanford Technical Library Hours and Access

Library Location	Access Requirements	Hours
Main Library Books and Periodicals 3760 Bldg./300 Area	300 Area Clearance	24 hours every day Staffed 8 to 4:30 Monday-Friday
Main Library Books and Periodicals 3760 Bldg./300 Area	DOE prime contractor employees without 300 Area clearance Available to public with prior arrangements.	8 to 4, Monday-Friday
Main Library Technical Report Files 3760 Bldg., 300 Area	300 Area Clearance	7:30 to 4, Monday-Friday Staffed 7:30 to 4, Monday-Friday
Life Sciences Branch Library 331 Bldg./300 Area	300 Area Clearance	7 to 5, Monday-Friday Staffed 7:30-noon Monday-Friday

## To Request a Report:

Fill in 1 through 17 and

20. Name of company or agency issuing the report
21. Report number

## To Request a Journal Article:

Fill in 1 through 17 and

19. Volume, issue, and page

## To Request a Book:

Fill in 1 through 17 and

18. The particular edition you want
19. Title of the series and book volume number if the book is one volume in a series
20. Book publisher
21. Book call number (from catalog), if available

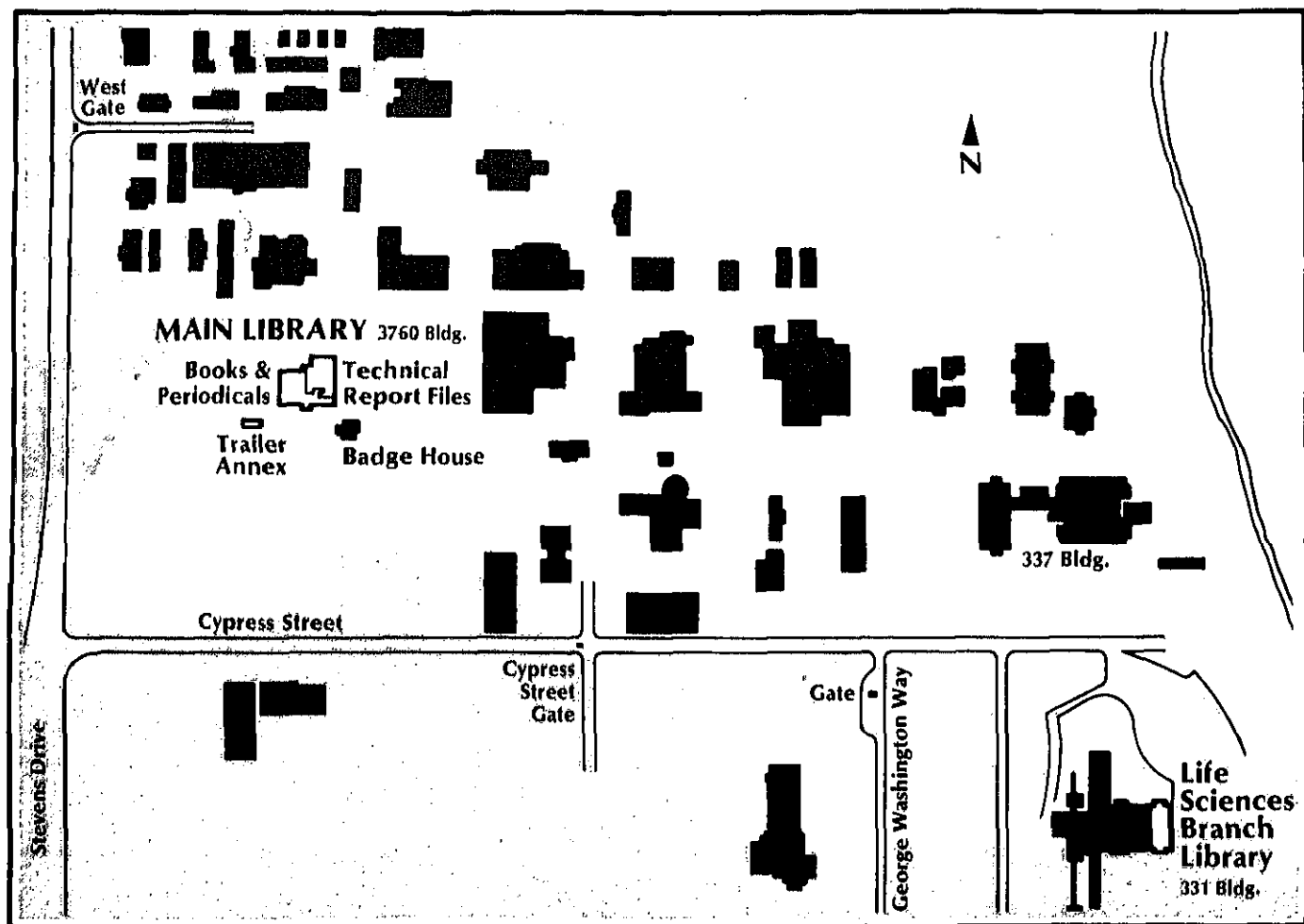
## To Request a Conference Paper:

Fill in 1 through 17 and

20. Name, date, place of the conference, and publisher of the proceedings/paper



## Library Locations in the 300 Area



## Other Libraries

In addition to the Hanford Technical Library, specialized collections are established in other area libraries including the following:

### **Hanford Environmental Health Foundation**

Library  
3080 George Washington Way  
Room 80  
376-6125  
7:15 to 11:15  
Monday through Friday

The Environmental Medical Library was established primarily for staff of the Hanford Environmental Health Foundation. The reference collection contains books, periodicals, manuals, pamphlets, and technical bulletins related to the medical and environmental health sciences.

### **Rockwell Hanford Operations**

Rockwell Hanford Legal Library  
Federal Building, Room 146  
376-6807  
7:15 to 4:00  
Monday through Friday

The Rockwell Hanford Legal Library is maintained for Hanford contractors' legal staff members. A Lexis terminal is available. The collection includes approximately 5,500 volumes of legal reference books, journals, the Federal Register, the Congressional Record, and the Code of Federal Regulations. Some records of Congressional hearings are also available.

### **Kaiser Engineers Hanford Company**

Kaiser Library  
Federal Building, Room 249  
376-6941, 6052  
7:00 to 3:45  
Monday through Friday

The Kaiser Library maintains files and current indexes of standards and specifications from government and non-government agencies, such as the Department of Defense, NASA, and the National Bureau of Standards, and from professional and trade societies such as IEEE, ANSI, ASME and ASTM. A collection of manufacturers' guides and catalogs is also available.

### **Hanford Science Center**

Energy and Environment Library  
Federal Building  
376-6374  
8:00 to 5:00  
Monday through Friday;  
9:00 to 5:00  
Saturday;  
12:00 to 5:00  
Sunday

Reading Room (137)  
8:00 to 12:00 and  
1:00 to 5:00  
Monday through Friday;  
9:00 to 5:00  
Saturday

The Energy and Environment Library provides non-technical energy information to the public. The resources are divided into three collections: 1) the Department of Energy Public Document Reading Room, 2) the Energy Environment Curriculum for Educators, and 3) the general energy collection of books and periodicals. An energy environment film and video loan program is available free of charge.